

REQUEST FOR QUALIFICATIONS

For
Architect/Engineering Services
(Chapter 103D, HRS)

Qualified professional Architect/Engineering firms are hereby invited to submit their qualifications to the Housing and Community Development Corporation of Hawaii (HCDCH) for architectural/engineering design services. The HCDCH intends to enter into negotiations with qualified full-service A/E firms to furnish any and all professional services required to survey field conditions, to provide design services, to develop construction plans and technical specifications, and to provide bidding services and construction administration for the following jobs:

1. Hale Hookipa, Kaimalino, Kealakehe, Nani Olu, and Noelani (Big Island) – Roof and Miscellaneous Repairs
Roof repairs, solar system repairs, exterior door and window repairs, termite and wood rot repairs, painting, termite treatment, drainage improvements to several public housing projects located on the west and north side of the Big Island. Estimated Construction Cost is \$5,000,000. Tentative design start date is April 2005.
2. Mayor Wright Homes (Oahu) – Interim Kitchen and Bathroom Repairs
Develop unit cost repairs for kitchens and bathrooms to two and three story walkup apartment buildings. Estimated Construction is Cost \$250,000. Tentative design start date is April 2005.
3. Paoakalani (Oahu) – Roof and Miscellaneous Repairs
Roof repairs, replacement of roof safety railing, selective concrete spall repairs, selective painting, and selective asbestos abatement to a high-rise building. Estimated Construction Cost is \$500,000. Tentative design start date is April 2005.

These jobs are subject to Housing and Urban Development Act of 1968, Section 3 requirements.

QUALIFICATIONS SHALL INCLUDE:

1. A letter of interest;
2. The name of the firm or person, the principal place of business, and location of all of its offices;
3. The age of the firm and its average number of employees over the past years;
4. The education, training, and qualifications of key members of the firm;
5. The names and phone numbers of up to five clients who may be contacted, including at least two for whom services were rendered during the preceding year;

6. Evidence of the firm's effort to encourage and utilize minorities and minority business enterprise firms in its operations. Include proposed percent of overall project effort to be performed by minority-owned business enterprises;
7. Documentation to substantiate each of the listed evaluation criteria; and
8. Any promotional or descriptive literature which the firm desires to submit.

PROPOSAL EVALUATION:

The following criteria will be used to evaluate all submissions:

No.	Criteria	Weight
1	The firm's profiles of all principal and staff members showing their professional training, years of experience, and technical competence, together with the description and location the firm's facilities.	10%
2	The firm's capability to provide professional services in a timely manner and compliance to schedules and deadlines as demonstrated by similar current and/or past jobs.	30%
3	The firm's ability to perform the specified scope of work in terms of cost control and quality of work; compliance to national and local building codes; compliance to life safety codes; compliance to Americans with Disabilities Act (ADA) requirements; knowledge of hazardous material abatement requirements; and construction administration; as demonstrated by current and/or past jobs.	50%
4	The firm's knowledge of the Department of Housing and Urban Development (HUD) Fair Housing requirements and Modernization standards. The firm's ability to use minorities in their work force.	10%
5	Copy of document showing that the firm is currently registered and is in good standing to do business in the State of Hawaii. Copy of current State of Hawaii professional license registration cards of all principal staff members.	Mandatory
6	Copy of current Errors and Omissions insurance certificate showing coverage of at least \$1,000,000.	Mandatory
7	Signed certified statement that the firm is not debarred, suspended, or otherwise prohibited from performing professional services for any Federal, State, or County agency.	Mandatory

A Review Committee will evaluate and rank the submissions. The top three qualifying firms will be asked to make a presentation before the Screening Committee.

Those firms making presentations will be required to submit a job management proposal, which shall minimally include, work methods, job scheduling, identification of design team consultants, key personnel to be assigned to the job together with their qualifications.

After the presentations have been evaluated and ranked, HCDCH will negotiate a design contract agreement with the best qualified firm. If a fair and reasonable contract

agreement fee cannot be reached with the best qualified firm, then HCDCH reserves the right to negotiate a contract agreement that has a fair and reasonable fee with the next best qualified firm, so forth and so on, until a fair and reasonable contract agreement fee is negotiated with a qualified firm.

SUBMISSION DEADLINE:

Time: 4:00 p.m.

Date: March 2, 2005

Qualifications received after this time may be subject to rejection by the HCDCH.

Mail or Hand Deliver Qualifications to:

Attention: Mr. Vernon Pang
Housing and Community Development Corporation of Hawaii
677 Queen Street, Suite 300
Honolulu, Hawaii 96813

All qualifications are to be submitted in triplicate (3) and must clearly indicate which of the above jobs the A/E firm is interested in.

Questions regarding this request for qualifications shall be directed to Mr. Vernon Pang at (808) 587-3178.

The HCDCH reserves the right to reject any and all qualifications and reserves the right to waive any informality in the solicitation process.

Housing and Community Development
Corporation of Hawaii



STEPHANIE AVEIRO
Executive Director

Publication:
The Honolulu Advertiser
Honolulu Star-Bulletin
Hawaii Tribune-Herald
West Hawaii Today
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